



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 11, 2023

Kelly Gignilliat
Jessica Anderson
Traverse City Area Public Schools
412 Webster Street
Traverse City, MI 49686

RE: License #: DC280082139
TCAPS Child Care - Willow Hill
1250 Hill St
Traverse City, MI 49684

Dear Ms. Anderson:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 5/10/2023, I found 1 violation. The violation is listed below and explained in the attached report:

R 400.8152(4) Medication; administrative procedures.

Due to the violations, you must send us a corrective action plan by 5/31/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.

- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at 517-284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Codie Mayhew, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30837
 Lansing, MI 48909
 (231) 342-5006 – Cell
 (517) 284-9730- Main
 (517)-763-0217- Fax
 MayhewC@michigan.gov

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #: DC280082139

Licensee Name: Traverse City Area Public Schools

Licensee Address: 412 Webster Street
Traverse City, MI 49686

Licensee Telephone #: (231) 933-1781

Licensee/Designee: Kelly Gignilliat, Designee
Jessica Anderson, Designee

Name of Facility: TCAPS Child Care - Willow Hill

Facility Address: 1250 Hill St
Traverse City, MI 49684

Facility Telephone #: (231) 933-1781

Original Issuance Date: 09/01/1998

Capacity: 100

Age Range: Ages 3 years 0 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
FOOD SERVICE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/10/2023
 Date of Environmental Health Inspection: 10/05/2022
 Date of Fire Safety Inspection: 04/28/2023
 Date of Lead Hazard Risk Assessment, if applicable: 12/01/2016
 Date of Documentation of Playground Compliance, if applicable: 06/20/2011

		No. of Records Reviewed
No. of children enrolled in care	40	10
No. of staff employed	17	5
No. of volunteers	0	0
No. of children present at time of inspection	46	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	46	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Classrooms 11, 30B, 115, 104B, 105B, 107B, cafeteria, gymnasium, and library are approved as child use space.
 Approved Program Director: Mary Kentgen-Kolle
 Approved Central Administrator: Jessica Anderson
 Approved Variances: None
 Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, I observed the two preschool classrooms and the before school program. In the before school program there were 18 children with two child care staff members. All classrooms were found to be compliant with ratio and maximum group size requirements. While onsite, I observed the before school program, programming, snack time, lunch time, outdoor play, and the start of nap time. All child care staff members were observed being nurturing to the children. I

observed child care staff members enforcing handwashing rules in each classroom. The outdoor play area is partially fenced in and adjacent to the school building. It features climbers, swings, slides, and various other outdoor play equipment.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8152 Medication; administrative procedures.

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

Ms. Anderson did not ensure that all prescription medication had a pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and is given according to those instructions. During the inspection, I found an Albuterol inhaler with no pharmacy label for a child enrolled in the before school program.

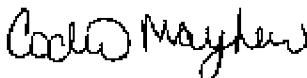
**REPEAT VIOLATION ESTABLISHED
INTERIM REPORT DATED: 04/19/2022
CORRECTIVE ACTION PLAN DATED: 04/19/2022**

Technical Assistance and Consultation were provided on the following:

- I provided guidance on individual plans for children with chronic medical conditions. Please ensure plans identify who is responsible for calling the parent, 911, and obtaining the child's medication for fire, tornado, and crisis management plans.
- **R 400.8161(5)- Technical Assistance:** A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



05/11/2023

Codie Mayhew
Licensing Consultant

Date